

**Westbrook Planning Commission  
Regular Meeting Minutes**

**March 14, 2016**

**Mulvey Municipal Center, 866 Boston Post Road  
Multi-Media Room**

**MEMBERS PRESENT:** Marilyn Ozols, Chair; Joshua Katz, Eric Reeve, Marie Farrell (alt), Bob Furno (alt), Ann Brookes (alt)

**ALSO PRESENT:** Meg Parulis, Town Planner

Ms. Ozols called the meeting to order at 7:05 p.m. Ann Brookes, alternate and Bob Furno, alternate were seated.

**SUBDIVISIONS:** None

**TOWN AND GOVERNMENT AGENCY REFERRALS:** None

**SELECTMEN REFERRALS:**

1. Proposed Acquisition for Town Center Parking Project – First Niagara Bank Property .17 acres

Ms. Ozols explained to the Commission that this referral is for an 8-24 Review of a municipal improvement.

Ms. Parulis explained that the proposed acquisition of .17 acres adjoining the town property will allow the planned parking lot to be expanded from 14 spaces to 27 spaces and provide opportunity for future connection to parking areas behind buildings on Boston Post Road and Westbrook Place. The property was appraised at \$48,000 and the bank has agreed to sell the property for \$30,000. The acquisition cost will be funded through the STEAP grant as part of the Town Center Parking Project. Eventually a portion of Knothe Road will be abandoned to allow for more public space without having to construct a new road to access the buildings behind Boston Post Road and Westbrook Place. A Wetlands Permit has been obtained to cross the wetlands. A Special Permit Application will have to be submitted to the Zoning Commission.

**Mr. Furno made a motion to find the proposed acquisition of .17 acres of land for the purpose of constructing a municipal parking lot as shown on plans entitled “Property Line Revision Map, Properties of Town of Westbrook & First Niagara Bank National Association, Knothe Road and U.S. Route 1, Westbrook CT” prepared by Angus McDonald Gary Sharpe & Associates Inc. CONSISTENT with the Plan of Conservation and Development Recommendation to address parking needs in Town Center and provide opportunities for shared parking. The motion was seconded by Ms. Brookes and unanimously approved.**

**ZONING REFERRALS:** None

**BILLS:**

GENERAL ACCOUNTS		SPECIAL FUNDS	
1. Recording Secretary – L. DeMaria	\$97.60	1. Woodard & Curran, Sidewalk Plan	\$5,212.50

**Mr. Reeve made a motion to pay the General Account and Special Fund bills as presented. The motion was seconded by Mr. Katz and unanimously approved.**

**MINUTES:**

1. Special Meeting – February 16, 2016

**Mr. Furno made a motion to approve the minutes as corrected. The motion was seconded by Mr. Reeve. Ms. Brookes abstained. The minutes were approved.**

### **OTHER BUSINESS:**

1. Sidewalk Plan – Plans showing proposed improvements within the 5 priority areas were reviewed. For the purposes of public information and feedback, Commission members generally agreed that a larger scaled map showing all proposed improvements throughout town would be beneficial. Ms. Farrell suggested that one possible approach to prioritizing the improvements could be to work from the Town Center out. Mr. Katz requested that before recommendations for prioritization could be formed, it was necessary to have a discussion of the overall goals. Ms. Parulis responded that she would provide the background information at the next meeting.

Mr. Furno took issue with the recommendation by the engineers for 5' wide sidewalks. Ms. Parulis explained that the recommendation is based on the width necessary to accommodate two wheelchairs travelling in opposite directions to pass each other. Ms. Parulis noted, however, that a narrower sidewalk can still meet ADA requirements if there are adequate turnarounds a minimum distance from each other which can include driveway cuts. Based on the consensus of the Commission, she will direct the engineers to evaluate keeping the sidewalk width at 4'. She will also ask the engineers to recalculate cost estimates based on a 4' wide sidewalk.

It was also agreed that the proposed intersection improvements should not be included on the same table as the sidewalk segments since they are design costs only and do not include construction.

### **REPORTS:**

1. **Inland Wetlands and Watercourses Commission** – 36 Westbrook Place has been granted a permit to construct parking spaces previously approved and held in reserve.
2. **RiverCOG** – Ms. Farrell shared information that had been distributed at the Regional Planning Commission on the components of the regional Plan of Conservation and Development. She reported that RiverCOG had been awarded a grant to develop a regional recovery and resiliency plan which would be a strong focus of the regional plan. She also mentioned that the Town of Old Saybrook was being very pro-active in addressing Sea Level Rise. They applied for and were awarded a grant to develop a Coastal Resiliency Plan. Ms. Parulis stated that she would be sitting on a panel to assist the Town of Old Saybrook in selecting a consultant and will follow their progress.
3. **Harbor Management Commission** – Ms. Parulis reported that the permits had been obtained for the planned public dock behind the town hall but that latest construction estimates exceed the amount of funding available for the project. A capital request will be made to try to meet the shortfall. In addition, the design committee will be re-convened to see if the cost of the project can be reduced.
4. **Town Center Revitalization Committee** – A tentative sales agreement has been negotiated with First Niagara Bank to acquire .17 acres to expand the Town Center Parking Project. The proposal will go to Town Meeting on April 5<sup>th</sup>.

### **CORRESPONDENCE:**

### **ADJOURNMENT:**

**Mr. Furno made a motion to adjourn at 8:40 p.m. The motion was seconded by Ms. Brookes and unanimously approved.**

Respectfully submitted,

Lisa DeMaria, Recording Secretary